

# SUPPLY |

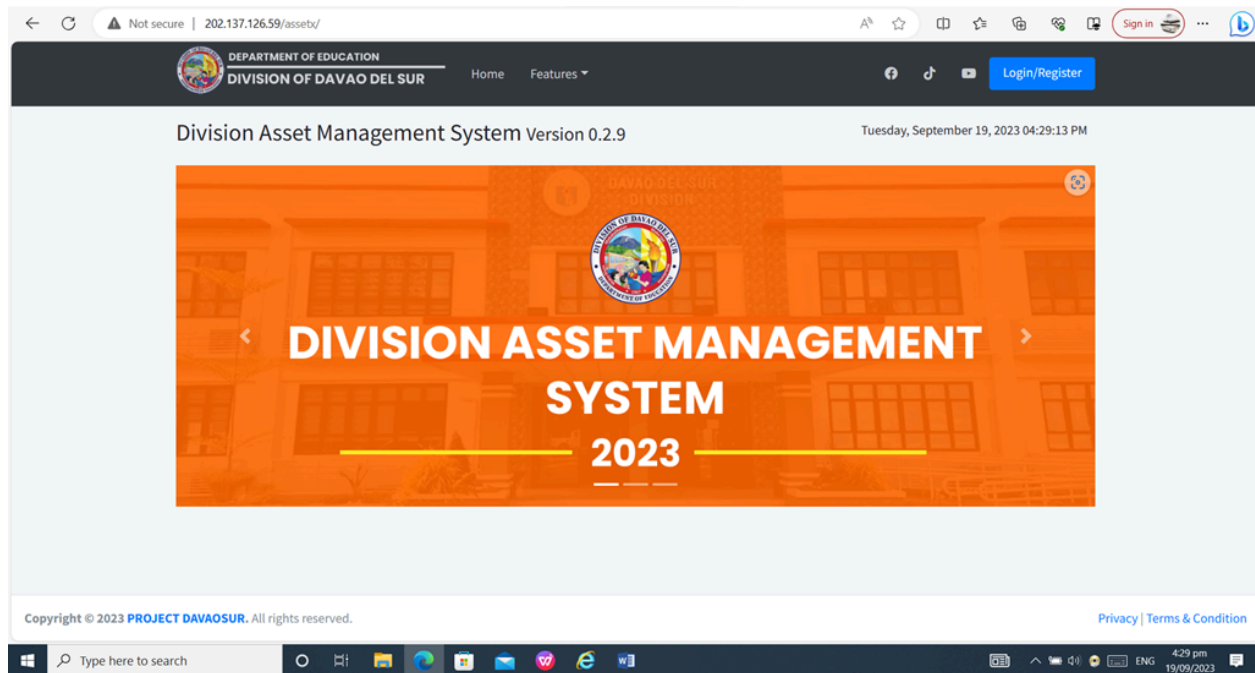
## Division Asset Management System (DAMS)

### User Guide (For User)

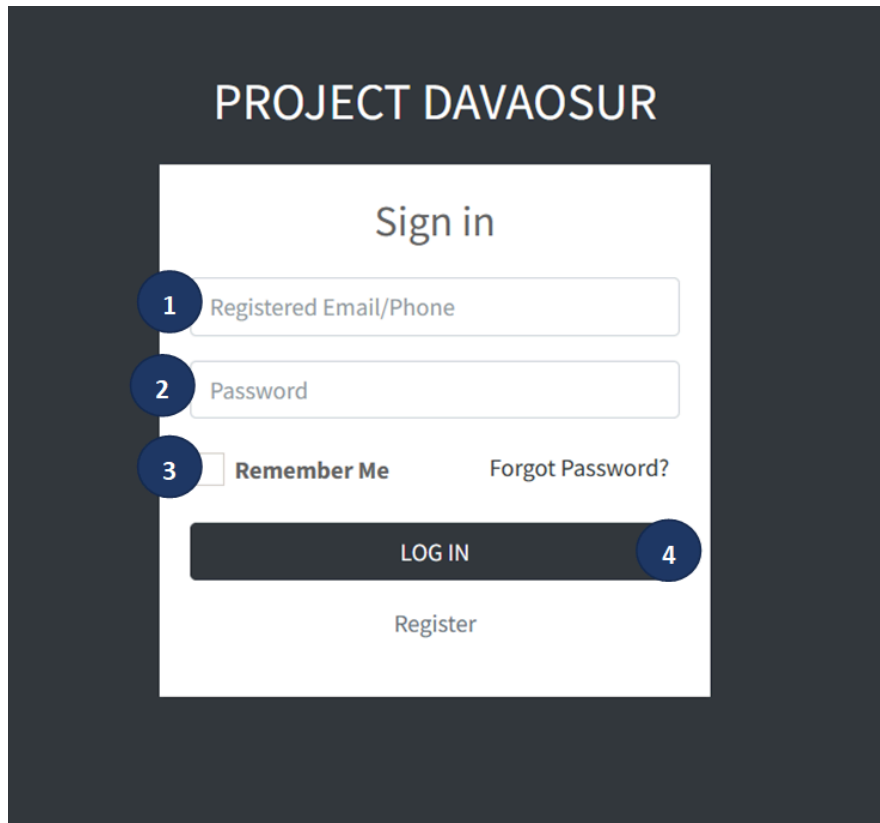
## 1. Introduction

The Division Asset Management System is developed to efficiently manage and track all monitors, and manage the organization's physical and digital assets. It provides a centralized platform to effectively manage and optimize the lifecycle of assets, from delivery, issuance to monitoring & maintenance. This manual provides instructions for using the system effectively.

## 2. Landing Page



### 3. Login Page – User Authentication and Access Control



The image shows a dark-themed login page for 'PROJECT DAVAOSUR'. The page features a white 'Sign in' form with the following elements: a title 'Sign in', a text input field for 'Registered Email/Phone' (callout 1), a text input field for 'Password' (callout 2), a checkbox for 'Remember Me' (callout 3) next to a 'Forgot Password?' link, a dark 'LOG IN' button (callout 4), and a 'Register' link below the button.

#### LOGGING IN

1. Input email address
  2. Input Password
  3. Click the checkbox.
  4. Click Login
- ❖ · Once logged in, you will be directed to the system's dashboard.

#### 4. Registration Page – User Registration with Email Verification

The image shows a registration form titled "PROJECT DAVAOSUR" with a sub-header "Register". The form contains the following elements, each with a numbered callout:

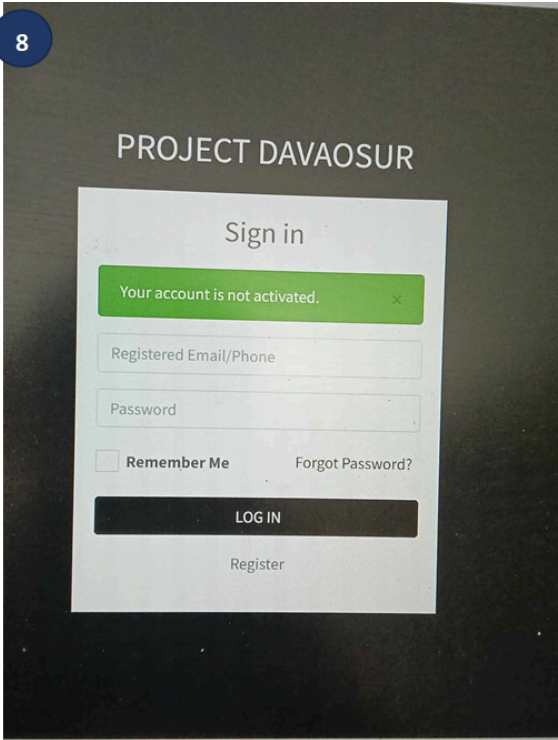
- 1: First name input field
- 2: Last name input field
- 3: Email input field
- 4: Password input field
- 5: Confirm password input field
- 6: Checkbox labeled "I agree to the terms"
- 7: REGISTER button

Below the REGISTER button is a link that says "I already have an account".

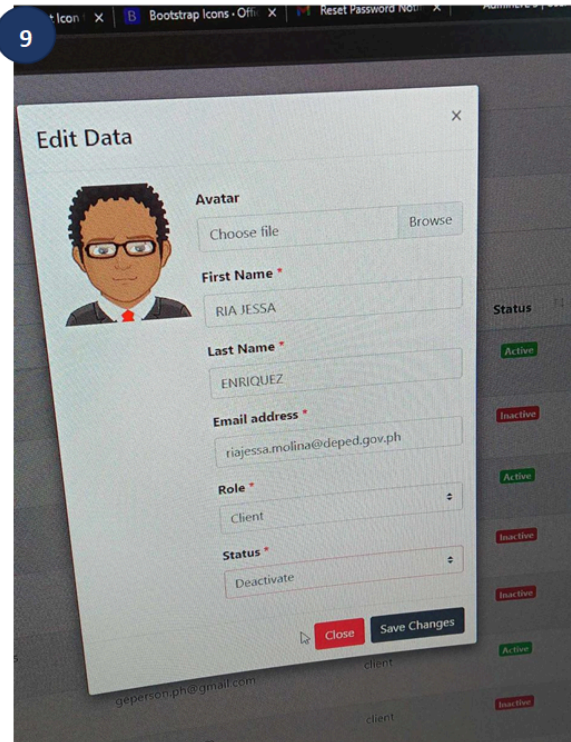
#### REGISTRATION PAGE

1. Input First name
  2. Input Last name
  3. Input Email address
  4. Input Password
  5. Retype Password
  6. Click the checkbox "I agree the terms".
  7. Click Register.
- ❖ · An email verification will be provided for your account to be activated.

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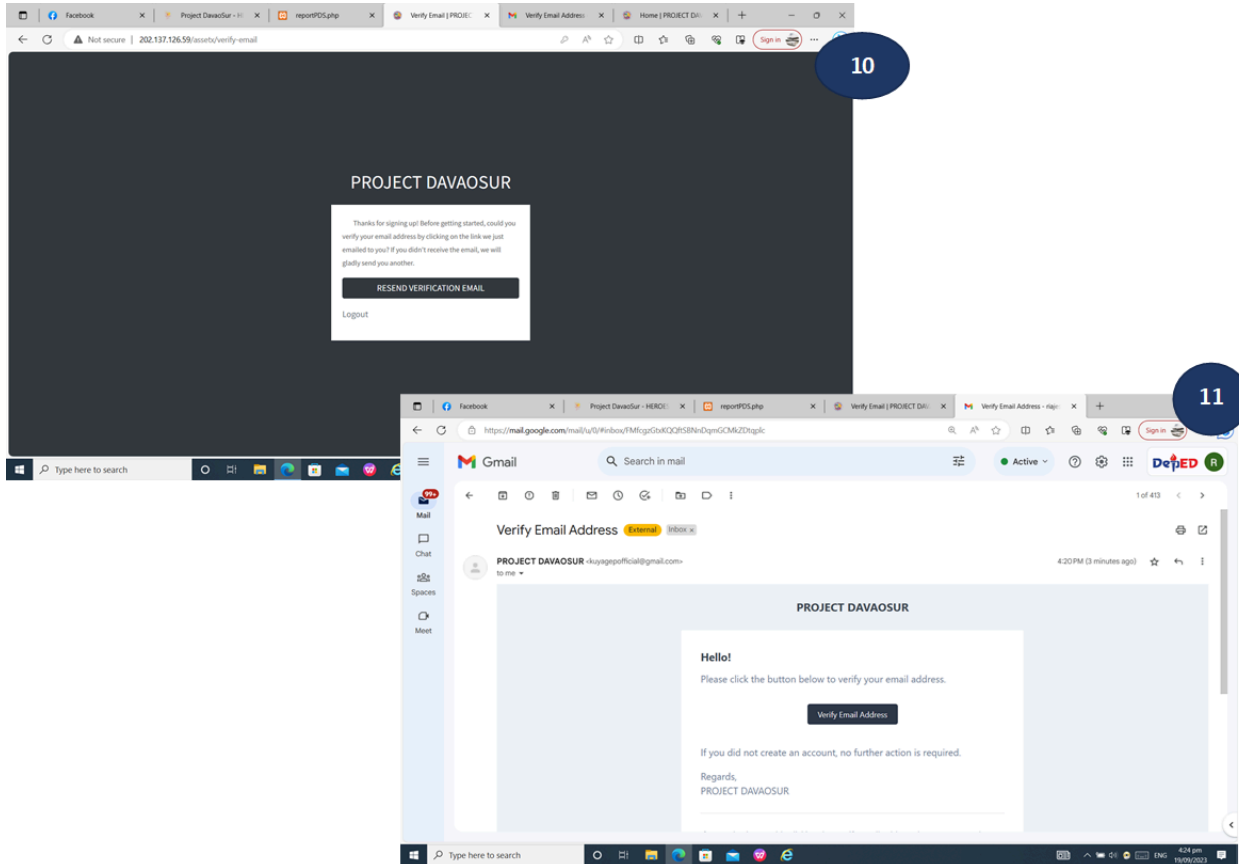


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## VERIFICATION PAGE

- The administrator will be the one who will activate your email and once it is activated, you will be directly on the system's dashboard.



- Visit your email and click “Verify email address”.

## 5. Forgot Password Page – User Account Recovery

PROJECT DAVAOSUR

Forgot your password? No problem. Just let us know your email address and we will email you a password reset link that will allow you to choose a new one.

1 Enter registered email address

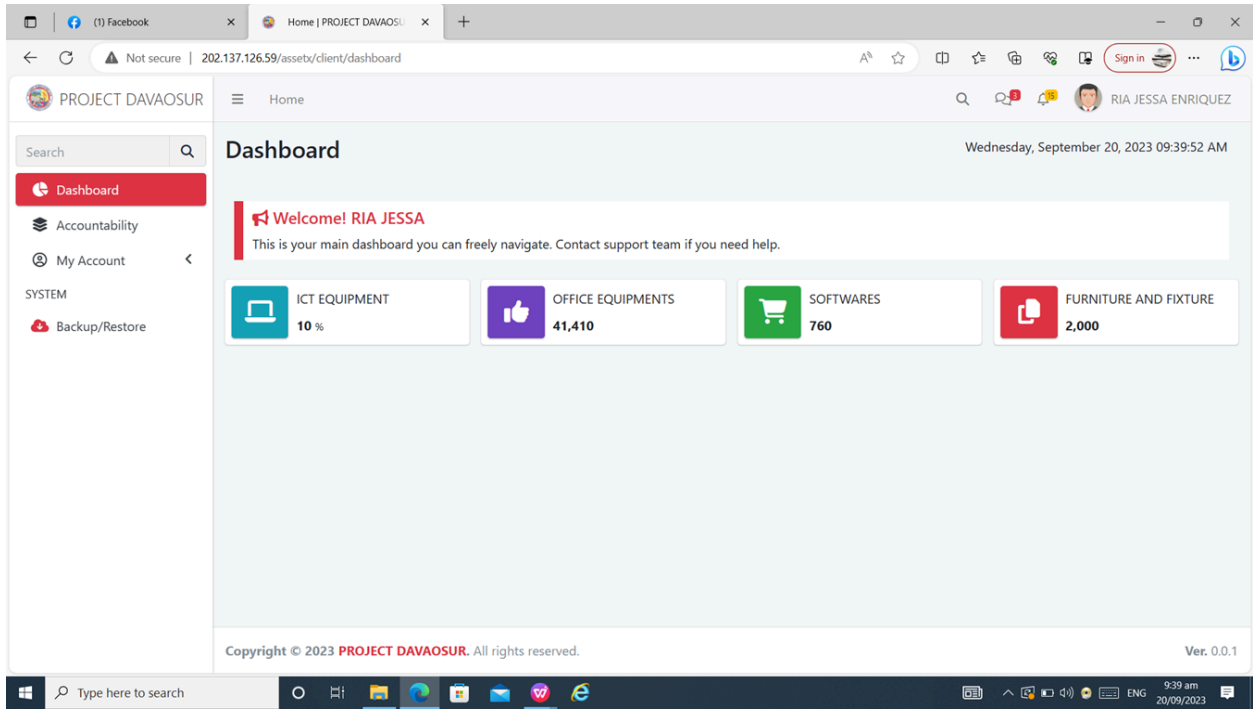
EMAIL PASSWORD RESET LINK 2

Login

## Forgot Password Page – User Account Recovery

- Upon recovering the account, just input the email address to notify a link of a password reset.

## 6. Dashboard Page – Overview and Statistics



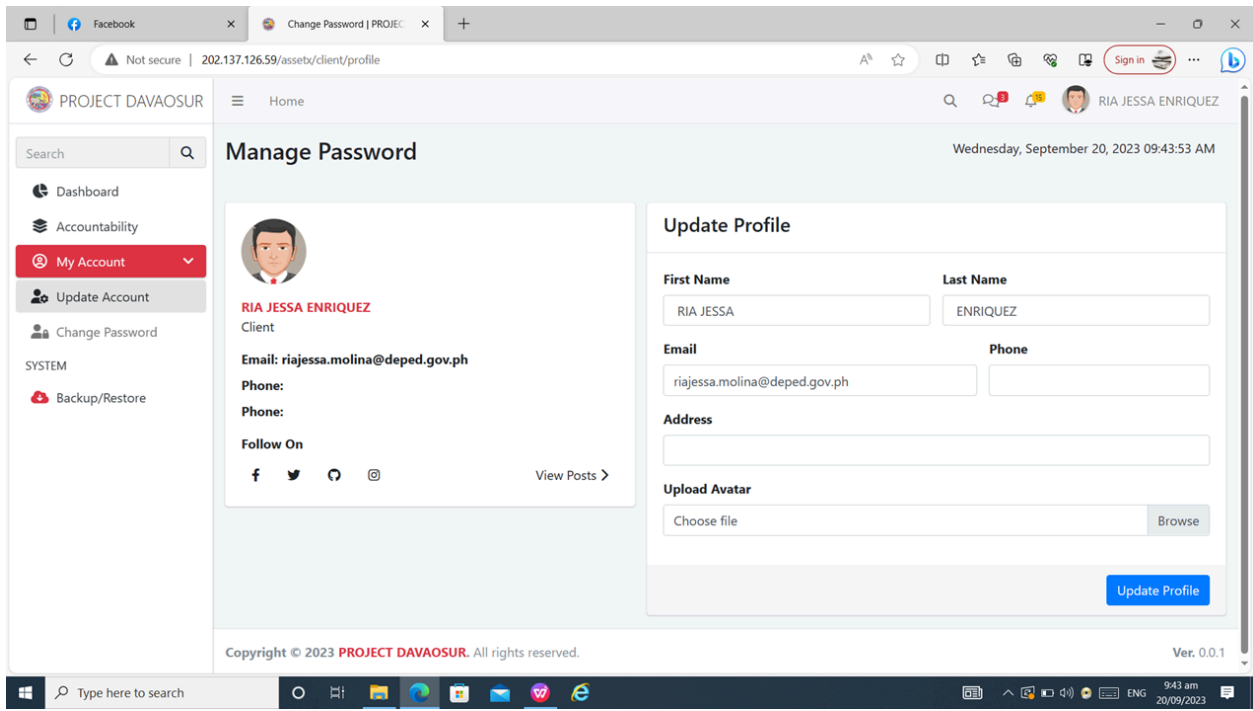
The screenshot displays the PROJECT DAVAOSUR Dashboard. The browser address bar shows the URL 202.137.126.59/assetz/client/dashboard. The dashboard features a left-hand navigation menu with the following items: Dashboard (highlighted), Accountability, My Account, and SYSTEM (with a sub-item Backup/Restore). The main content area is titled 'Dashboard' and includes a welcome message for RIA JESSA. Below the message are four statistics cards:

Category	Value
ICT EQUIPMENT	10 %
OFFICE EQUIPMENTS	41,410
SOFTWARES	760
FURNITURE AND FIXTURE	2,000

The footer of the dashboard contains the text 'Copyright © 2023 PROJECT DAVAOSUR. All rights reserved.' and 'Ver. 0.0.1'. The Windows taskbar at the bottom shows the time as 9:39 am on 20/09/2023.

On this page, it contains pages such as Dashboard page for the statistical views of items available in the Supply office, then the Accountability page, My Account page for user account and profiling and Backup/Restore page for the system.

## 7. UPDATE PROFILE

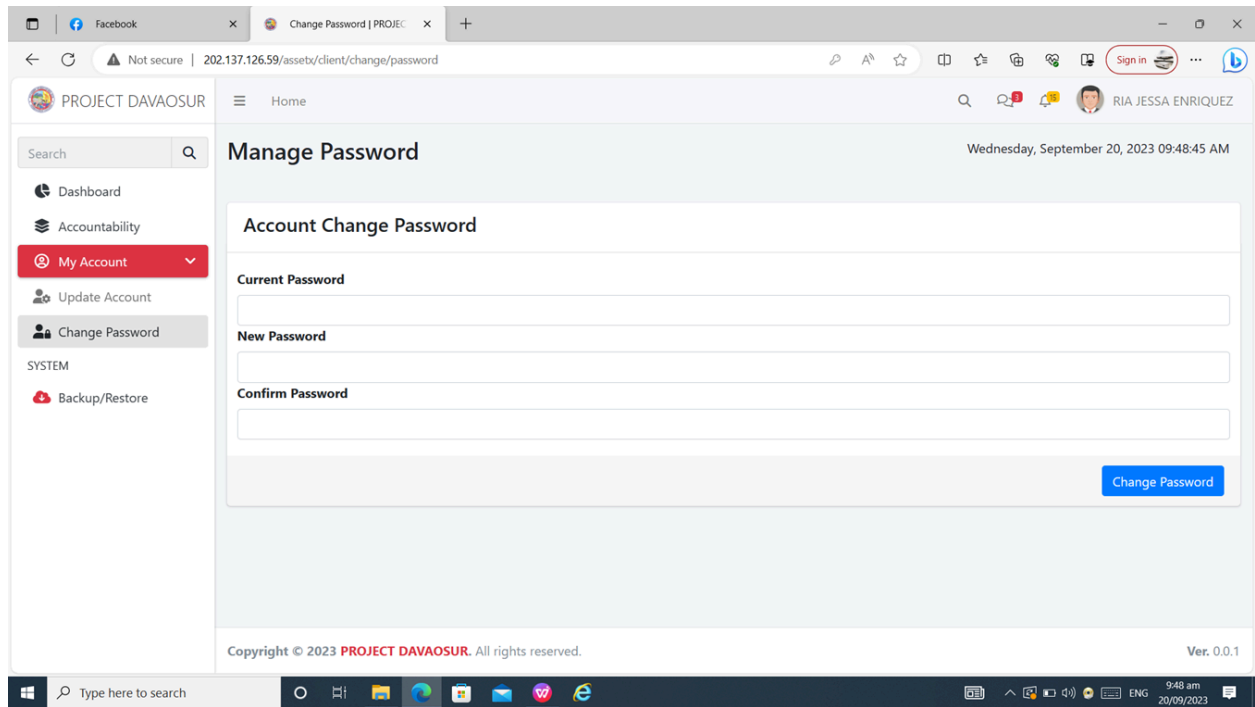


## PROFILE

- The user can update his/her profile. Just fill in the boxes and click the Update Profile button.

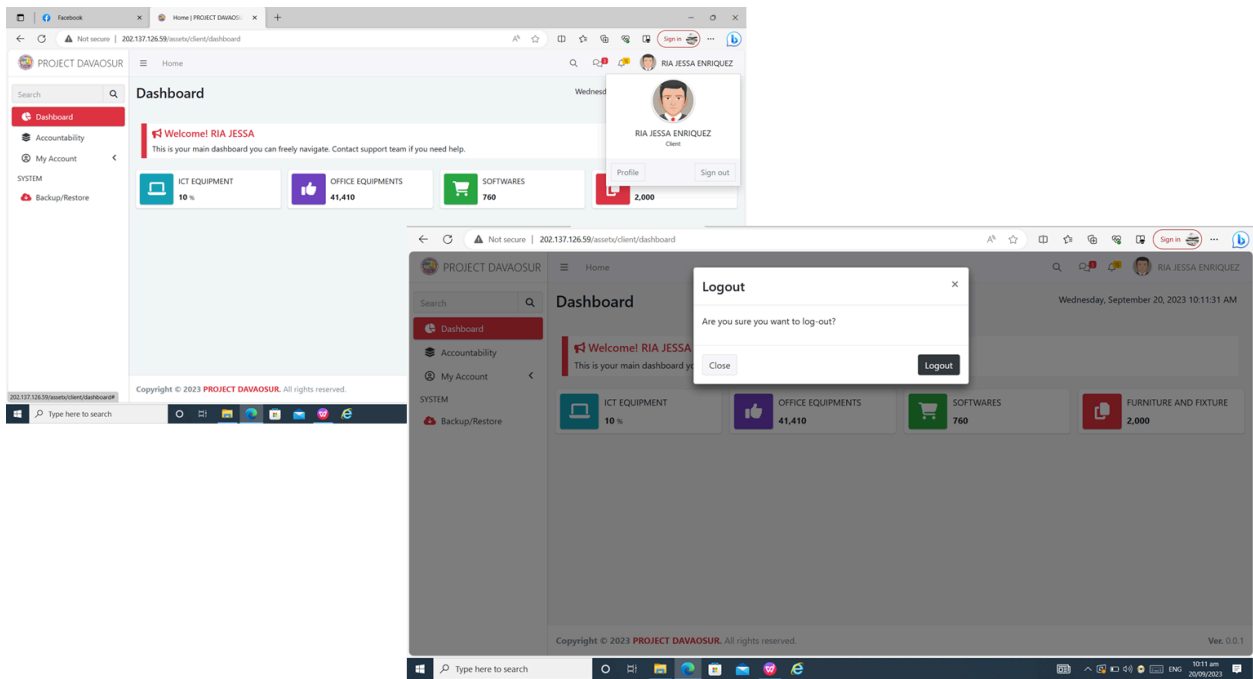


## 8. ACCOUNT PASSWORD



- The user can also change his/her password.
1. Input the current password.
  2. Then, input the new password.
  3. And input again to confirm your password.
  4. Then click the Change Password button.

## 9. SIGN-OUT



## SIGN-OUT

- After navigating the system, this is the time where the user will sign-out from the system. Click the sign-out button to log-out, then a message box will appear to confirm your action. Right after logging out, you will be back on the system's Landing page.